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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: JULY 2014 MONTHLY REPORT  
DATE: AUGUST 6, 2014

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This is the Town Manager's Report for July 2014. Department specific monthly reports are attached.

**General**

- In accordance with an article on the March 2014 Town Meeting Warning the Norwich School District deeded whatever rights they had in the Beaver Meadow and Root District school properties to the Town.
- There were only two appeals of the assessed values in the April 1, 2014 lodged Grand List to the Board of Abatement.
- Five hearings from the April 1, 2013 Grand List assessed values by the PVR Hearing Officer have been scheduled for July and August 2014. Two have been withdrawn and one is at Superior Court.
- A significant amount of wood was removed from the Town's woodlot without authorization. After an investigation, we determined who coordinated the removal and I have advised that individual, in writing, that in the future no wood was to be removed from the woodlot without my written authorization.
- Act 58 of 2013 is product stewardship legislation in which architectural paint recycling and disposal will be handled by a manufacturer-led paint stewardship program. This stewardship program is funded by paint manufacturers and the paint consumer. A copy of the Paint Care program brochure for Vermont is attached. The Norwich Transfer Station is scheduled to start accepting paint that meets the requirements in the brochure this fall.
- A portion of the side slopes of Route 10A were hydro seeded with Biotic Earth, a soil building and vegetation establishment product as a demonstration project for vegetation establishment for areas with poor soils. There was no cost to the Town.
- A request for proposals has been distributed for the ordinance codification project. I expect to have a proposal for discussion with the Selectboard in September.

**Projects**

- Facilities Studies
  - After analysis and discussion with the three departments that utilize the fire, police and public works facilities we made a recommendation to the Capital Facilities Planning and Budgeting Committee (CFP&BC) on a reduced set of options that are easily phased. The analysis included estimated order-of-magnitude costs and estimated tax impacts.

- Bread Loaf is waiting for a reduced set of options from the Selectboard and CFP&BC to proceed with more detailed design and cost estimating.
- Norwich Pool
  - We have received an extension from FEMA for the performance period for replacing the pool dam until November 1, 2016.
  - We have retained a fish biologist with extensive experience in Vermont and with ANR to assist us with meeting the requirements of ANR for obtaining a permit for the replacement dam.
  - In response to ANR's letter of June 3, 2014 laying out conditions to receive a permit we will be meeting with ANR staff in September.
  - The area around the old Norwich Pool has been cleaned. The safety fences we installed have been repeatedly taken down.
- Main Street Paving
  - The Fire District is relocating some of their curb boxes and valves from the street to the building side of the sidewalk.
  - Green Mountain Power and FairPoint will be replacing the two poles in front of Tracy Hall.
  - The area in front of Tracy Hall will be excavated to determine the cause of the settling and additional base and bituminous concrete will be used to reinforce the pavement.
  - Weather permitting the cold planing, fabric installation and paving will start the week of August 11, 2014.

#### **Assessor**

- The Assessor is representing the Town in two appeals of April 1, 2014 property values to the BCA and five appeals of April 1, 2013 values to the PVR Hearing Officer.
- Work has begun on the 2014 sales study which is used to determine the CLA.

#### **Finance Department**

- Delinquent taxes at the end of July were \$125,675. At the same time last year they were \$179,090.
- Preparing for the FY14 audit.
- 1553 tax bills were mailed for a total amount of \$15,539,603. 76.2% of this is school taxes.
- The change to using Ledyard Bank as our prime deposit institution will occur after August 15, 2014, the last day to pay property taxes.

#### **Fire Department and Emergency Management**

- The pump on Engine 1 has been repaired. It failed its annual pump service test. The pump wear rings were replaced and the impeller machined to match the wear rings. Subsequent to the repair the pump passed the service test.
- A draft of the Hazard Mitigation Plan is being reviewed.

**Planning Department**

- A RFQ for a consultant for the Route 5 South/River Road planning project was prepared.
- A memo and fact sheet on the importance of planning for affordable, workforce, and senior housing in Norwich is being prepared.

**Police Department**

- Six of the 137 calls for service were outside of the officer's normal work schedule.
- A digital speed feedback sign has been ordered that tentatively will replace the non-working sign on Beaver Meadow Road.

**Public Works Department**

- Some road damage in the north part of town occurred from the heavy rainfalls in July. The damage has been repaired
- Normal summer road grading and ditching is continuing.
- A summer seasonal employee has been hired to assist with roadside mowing and other summer tasks.
- A temporary equipment operator has been hired to fill the position of an operator who is out on short-term disability.



## Vermont Paint Stewardship Program

*Each year about 650 million gallons of architectural paint is sold in the United States. Did you know that about 10 percent goes unused and is available for recycling?*

Vermont's Paint Stewardship Law requires the paint manufacturing industry to develop a financially and environmentally sustainable program to manage postconsumer architectural paint. The program includes: education about buying the right amount of paint, tips for using up remaining paint and setting up convenient recycling locations throughout the state.

PaintCare is a non-profit organization established by paint manufacturers to run the program in Vermont and any state with a paint stewardship law.

## Program Products

*These products have fees when you buy them and are accepted for free at drop-off sites:*

- Interior and exterior architectural paints: latex, acrylic, water-based, alkyd, oil-based, enamel (including textured coatings)
- Deck coatings, floor paints (including elastomeric)
- Primers, sealers, undercoaters
- Stains
- Shellacs, lacquers, varnishes, urethanes (single component)
- Waterproofing concrete/masonry/wood sealers and repellents (not tar or bitumen-based)
- Metal coatings, rust preventatives
- Field and lawn paints

*Leaking, unlabeled and empty containers are not accepted at drop-off sites.*

## ⊘ Non-Program Products

- Paint thinners, mineral spirits, solvents
- Aerosol paints (spray cans)
- Auto and marine paints
- Art and craft paints
- Caulk, epoxies, glues, adhesives
- Paint additives, colorants, tints, resins
- Wood preservatives (containing pesticides)
- Roof patch and repair
- Tar and bitumen-based products
- 2-component coatings
- Deck cleaners
- Traffic and road marking paints
- Industrial Maintenance (IM) coatings
- Original Equipment Manufacturer (OEM) (shop application) paints and finishes

For information about recycling and proper disposal of non-program products, please contact your garbage hauler, local environmental health agency, household hazardous waste program or public works department.



## Recycle with PaintCare

*About the Vermont Program*



## Places to Take Old Paint

Paint recycling is more convenient with PaintCare. We set up paint drop-off sites throughout Vermont. To find your nearest drop-off site, use PaintCare's search tool at [www.paintcare.org](http://www.paintcare.org) or call our hotline at (855) 724-6809.

## How to Recycle

PaintCare sites accept all brands of old house paint, stains and varnish – even if they are 20 years old! Containers must be five gallons or smaller, and a few types of paint are not accepted. See back panel for lists.

All PaintCare drop-off sites accept at least five gallons of paint per visit. Some sites accept more. Please check with the site in advance to make sure they can accept the amount of paint you would like to recycle.

Make sure all containers of paint have lids and original labels, and load them securely in your vehicle. Take them to drop-off sites during their regular business hours. We'll take it from there.



## What Happens to the Paint?

PaintCare will make sure that your leftover paint is remixed into recycled paint, used as a fuel, made into other products or properly disposed.

## Who Can Use the Program?

In addition to residents, this program is available to trade painters, contractors and other businesses with one restriction: If your business produces more than 220 pounds (about 20-30 gallons) of hazardous waste per month, you may use the drop-off sites for your latex paint only and not for your oil-based paint. To learn more about the 220 pound restriction, contact PaintCare.

## Large Volume Pick-Up

If you have at least 300 gallons of paint to recycle at your home or business, ask about our pick-up service. It takes a few weeks to arrange an appointment, but it's easier for you and saves space at drop-off sites. Please call for more details or to request an appointment.

## PaintCare Recovery Fee

PaintCare is funded by a fee paid by paint manufacturers for each can of paint they sell in the state. Manufacturers pass the fee to retailers, who then apply it to the price of paint. Most stores choose to show the fee on their receipts, but it is optional. Fees are based on the size of the container as follows:

Half pint or less	\$ 0.00
More than a half pint to less than 1 gallon	\$ 0.35
1 gallon	\$ 0.75
More than 1 gallon to 5 gallons	\$ 1.60

## Not a Deposit

The fee is not a deposit – it is part of the purchase price. The fees are used to pay the costs of running the program: recycling, public education, staffing and other expenses.

## Contact Us

Please visit [www.paintcare.org](http://www.paintcare.org) or give us a call at (855) 724-6809 to find a drop-off site or learn more.

Town of Norwich  
Assessors' Office  
Post Office Box 376 <> Norwich, VT 05055-0376  
(802) 649 1419 x6  
assessing-clerk@norwich.vt.us

### **Monthly Report – July 2014**

- (1) The Assessor participated in one appeal of a 2013 Grand List value before the Property Tax Hearing Officer assigned by the State Department of Taxes, Division of Property Valuation & Review (PV&R).
- (2) The Assessor also participated in two appeals of 2014 Grand List values before the Norwich Board of Civil Authority.
- (3) The Assessor largely completed preparatory work for 4 further appeals of 2013 Grand List values to the Property Tax Hearing Officer scheduled for August.
- (4) At the instruction of the Listers, the Clerk submitted a list of properties to the State for which the Listers believe a homestead declaration should have been filed in 2014, but wasn't.
- (5) The Assessor and Clerk began work on the 2014 sales study, which is a PV&R analysis of Norwich sales over a three-year period ending on 3/31/14. PV&R solicits the Town's help in ascertaining which sales may not have been reflective of fair market value.
- (6) The Assessor's Office continued to collect data for the three-year cyclical inspection process. This process is designed to ensure quality and accurate data when valuing both residential and commercial property. This process had been put on hold to assure the timely completion of the Grand List.

Respectfully submitted,

Jonathan Bynum  
Assessing Clerk

On behalf of

William Krajeski  
Assessor  
Town of Norwich

**TOWN OF NORWICH**  
**FINANCE OFFICE**  
**PO BOX 376**  
**NORWICH, VERMONT 05055-0376**  
robinson@norwich.vt.us  
802-649-1419 ext 105

August 4, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for July

- Delinquent Tax collections through July were \$ 10,833. Delinquent Taxes as of July 31, 2014 are \$125,675. Last year at the end of July they were \$ 179,090. Interest collections were \$ 4,535 and penalty collections were \$867.
- Sent out 1553 tax bills for a total of \$15,539,603. Initial credits for income sensitivity were \$ 1,164,721. To date there are 12 late filed homesteads with a total penalty of \$ 9,133.
- As of today August 4, 2014 we have collected \$ 1,866,576.
- Working on the year end close and getting information to the outside auditors for the audit.





# Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

[sleinoff@norwich.vt.us](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

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To: Neil Fulton, Town Manager  
From: Stephen Leinoff, Chief  
Subject: Fire Department and Emergency Management Monthly Reports  
Date: August 4, 2014

## ***Fire and FAST Department***

Engine 1 had major pump service. It was not able to pass its annual service test. Dingee Machine replaced the pump wear rings and machined the impellers. The repair bill was \$7,239.68. Engine 1 was out of service for about 10 days. During that time, Engine 2's fuel pump broke and it was out of service for the weekend. This left us with Ladder 1, Tanker 1 and Forestry. We made arrangements for Hanover Fire Department to send an engine to all of our calls.



**Norwich Ladder 1 at the Fair**

Norwich Building and Grounds sanded and painted the training room floor. NFD members emptied the room and painted the walls as well.

NFD members brought fire apparatus to the Norwich Fair for a "touch a truck" during the fair. They also provided fire coverage during the fireworks.

## **Training**

Dr. Trimarco, DHMC Emergency Medical Director, provided case review on the FAST squad's response to medical and trauma incidents.

Fire Training included relocating equipment to Engine 2 and Ladder 1 and practicing advancing hose lines and raising ladders. Our new members received training on response to motor vehicle crashes.



## Incidents

There were four motor vehicle crashes on Interstate 91 this month. Fortunately no one was injured. There was a close call when a passing motorist failed to slow down and almost struck another car. The first car began skidding that caused other cars to swerve to avoid another collision. We had established a safe zone using fire apparatus to protect responding personnel so no one was in danger.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	5	10
Auto Fires	0	0	0
Wildland Fire	0	2	0
Other Fires	1	2	1
Medical	3	52	49
Vehicle Crashes	4	19	7
Hazardous Conditions no fire	1	7	11
Service Calls	3	12	18
Good Intent Calls	4	18	19
False Alarms	4	16	18
Other	0	0	1
<b>Total</b>	<b>20</b>	<b>133</b>	<b>134</b>

## Emergency Management

We received two portable radios and two mobile radios. These radios restore our ability to communicate directly with the police department on their frequencies. Two Rivers Ottawaquechee Planning Commission completed the first draft of our Hazard Mitigation Plan.

# **TOWN OF NORWICH ZONING & PLANNING**

August 5, 2014

## **June 2014 Monthly Report – Director of Planning & Zoning**

1. Planning Commission
  - a. Continued revisions to zoning regulations
  - b. Prepared consultant RFQ for Route 5 South/River Road planning project.
  - c. Affordable Housing Subcommittee – working on a memo and Fact Sheet on the importance of planning for affordable, workforce, and senior housing in Norwich.
2. DRB –
  - a. The July 17 meeting & hearings were postponed to August 6 due to lack of a quorum.
3. ZA – Activity included:
  - a. Meetings with landowners on future development plans, permits, and hearings. Several small subdivisions are in the preliminary planning stage.
  - b. Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
  - c. Inspections and documentation of two permitted projects within the flood hazard zones.
4. Historic Preservation Commission –
  - a. Norwich Farms Project –Started grant closeout process.
5. Other
  - a. Norwich Pool – Set up water temp monitoring team for Fisheries Biologist study.
  - b. Church Street Sidewalk Project – Continued state permitting process.
  - c. Represented Norwich at regional meetings on sustainability and transportation management.

Phil Dechert



# NORWICH POLICE DEPARTMENT



CHIEF OF POLICE  
DOUGLAS A. ROBINSON

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

Neil Fulton  
Town Manager  
Tracy Hall // 300 Main St.  
Norwich, Vermont 05055

August 4, 2014

RE: July 2014 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of July 2014.

Norwich Officers responded to 137 incidents during the month of July, and of those calls six (6) were outside the officers work schedule meaning officers responded six (6) times to calls during off duty hours.

Norwich Police have ordered another digital speed sign which should be delivered within the next week or so. The sign was purchased with equipment award funds which the officers earned while working the GHSP details.

Norwich Officers conducted a lengthy investigation into a stolen vehicle. The vehicle was recovered and an arrest for Operating without the Owner's Consent was made.

Norwich officers conducted a lengthy investigation into a Sexual Assault of a 13 year old girl. At the conclusion of our investigation it was transferred to the Windsor County Special Investigation Unit (SIU) for follow up and prosecution.

## TRAFFIC ENFORCEMENT July 2014

Motor Vehicle Stops	92
Traffic Tickets	34

## ACTIVITY

CALL TYPES	July 2014	2014 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	5	16
Vehicles Crashes	4	38	100
Intrusion Alarms	9	36	74
Frauds	2	17	41
Home Improvement Fraud	1	2	4

- |                                 |            |                               |
|---------------------------------|------------|-------------------------------|
| 1. Over Time Hours              | 81.5 hours | (one officer on injury leave) |
| 2. Sick Time Hours              | 48.5 hours |                               |
| 3. Vac/Hol/Per Time Hours       | 168 hours  |                               |
| 4. Part Time Officer Hours      | 93 hours   | (one officer on injury leave) |
| 5. Total #of calls responded to | 137 calls  |                               |
| 6. Training Hours               | 24 hours   |                               |
| 7. Grant Funded Hours           | 4 hours    |                               |

Respectfully;

**D.A.R.**

Douglas A. Robinson  
Chief of Police





**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
26 New Boston Road  
Norwich, VT 05055  
802-649-2209 Fax: 802-296-0060  
Norwich\_highway@earthlink.net

To: Neil Fulton, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: July 31, 2014

Part of this month's report will come from an excel program that provides statistics for all Public Works functions. I am forwarding this to you electronically.

Illness and Injury:

Paul Betters was out on medical leave from April 22<sup>nd</sup> through May 12<sup>th</sup>. He came back for one week and has now been out again since May 20<sup>th</sup>.

Seasonal Help:

Mike Tebetts was hired as a seasonal employee. His primary duty will be roadside mowing, but he will be available to assist with other projects as needed.

Mike Seaver was hired as a temporary equipment operator to fill in while we are short of help.

Fire Department:

On July 28<sup>th</sup> we worked in conjunction with the Fire Department and the Water Department to repair a water leak at the Fire Station.

Transfer Station:

On July 17<sup>th</sup> Interstate Refrigerant Recovery, Inc. picked up 27 freon-containing items: 8 refrigerators, 18 dehumidifiers, and one air conditioner.

Pending Projects:

- We will start the 2014-2015 paving projects on August 12.
- I am soliciting pricing for crack sealing for 2014
- I will continue meeting with each Public Works employee to go over their performance reviews.
- I will be soliciting price quotes for the replacement of the Buildings and Grounds Ferris walk-behind lawn mower. This is the planned purchase for the Buildings and Grounds Department for fiscal year 2014-2015 to replace the mower that is well worn out.